

## CONTRACTOR PERFORMANCE EVALUATION REPORT

(This form is to be used by state agencies and other public bodies to evaluate Contractor performance during the contract period.)

Contract Number: \_\_\_\_\_

Contractor: \_\_\_\_\_

Evaluator/Administrator: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Period of Evaluation: \_\_\_\_\_

### RATE CONTRACTOR'S PERFORMANCE ON A SCALE OF 1 TO 5 (by circling)

1. Overall Evaluation

Unsatisfactory    1        2        3        4        5        Satisfactory

2. Collection Performance

Late        1        2        3        4        5        On Time

3. Quality of Collection Services

Unacceptable    1        2        3        4        5        Acceptable

4. Number of Complaints (Explain any complaints below)

High        1        2        3        4        5        Low

5. Contractor's Responsiveness to Requests to Correct Deficiencies

Non-Responsive    1        2        3        4        5        Takes Prompt Corrective Action

6. Renew this Contract?

Yes\_\_\_\_ No\_\_\_\_ If No, please explain in comments below.

Note: Any score of 3 or less must be described in detail below as to what action was taken to remedy the Contractor's poor performance and what steps the contractor took to correct the deficiency cited.  
(Continue on separate sheet if necessary.)

7. COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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